

Document and Data Management Process –
 Tennessee Department of Health
 Oak Ridge Health Studies &
 Dose Reconstruction Project

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Prepared for

The Oak Ridge Reservation Health Effects Subcommittee (ORRHES)

by

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Document and Data Management Process State of Tennessee Oak Ridge Health Studies & Dose Reconstruction Project

INTRODUCTION

In 1992 the Tennessee Department of Health (TDH) undertook the Oak Ridge Health Studies research project to determine whether environmental pollutants released from the Oak Ridge Reservation created public health problems. The Oak Ridge Health Agreement Steering Panel (ORHASP) was established to provide technical oversight to the State, and provide opportunity for public input to the project. A large part of the project centered around a dose reconstruction effort.

In any dose reconstruction project it is essential to find the best records possible regarding past operations and releases to the environment. The State, through its contractor ChemRisk, contracted with the firm Shonka and Associates to search all on-site document storage areas, national archives, libraries, individual offices, or any other areas where data of any form may have existed. This paper outlines how the data gathered and used was managed.

DATA SEARCH AND COLLECTION

Staff from ChemRisk and Shonka and Associates performed a systematic data and records search at ORNL, ETTP, and Y-12 facilities (as well as national archives in Atlanta GA). If a record seemed to be related to the study objectives it was pulled. The Department of Energy (DOE)

contractor then made three copies. One copy was provided to ChemRisk, a second copy was sent to the public reading room, and the contractor placed the third copy in its project file. ChemRisk took its copy to either its California or Ohio office to perform the modeling and dose reconstruction calculations.

BIBLIOGRAPHIC DATABASE

Every document ChemRisk collected was entered into a formal bibliographic database. This bibliography allowed them to track and retrieve documents easily. It is important to understand that all documents collected were entered into the database, but all documents were not necessarily utilized by the project team. If a document "appeared" to be of value to the study it was copied, distributed, and entered into the database, but a large portion of those documents were not useful to the project and thus not utilized in the study. Thus the bibliographic database has many more documents listed than were actually used.

PROJECT REPORTS

As ChemRisk prepared reports for the State throughout the project, copies were sent to the public reading room. Reports were not provided to the DOE contractors and thus

were not placed into the contractor's project files. The final Oak Ridge Health Studies - Oak Ridge Dose Reconstruction report is comprised of 7-volumes plus the ORHASP final report (the Steering Panel project summary).

CLASSIFIED DOCUMENTS

The Q-cleared project team, State staff, and ORHASP members had access to all classified documents and areas. Classified documents requested were copied and reviewed for classified information. Classified information was redacted (edited to remove classified information) and a copy of the redacted version was provided to ChemRisk and entered into the database. The classified copy was kept in the classified archive by the facility contractor and was available for review at anytime by Q-cleared project staff, State staff, or ORHASP members.

INTERVIEWS

Two types of interviews were carried out during the project; <u>classified</u> and <u>unclassified</u>. Unclassified interviews were done primarily over the telephone by ChemRisk and the information provided was written down. These handwritten notes were then transcribed using a standard word processor and the hand- written notes were discarded because the transcribed notes included everything from the original handwritten phone log as well as additional information recalled while they were being transcribed. Thus, they were more complete than the original hand-written notes.

Classified interviews were carried out with past employees and held in a conference room approved for classified discussions. DOE gave past employees a formal one-time permission to answer any and all questions and provide all information they could even if they knew the information was classified. Following the interviews the hand- written notes recorded by ChemRisk were sent for review for classified information. The classified information was redacted from the notes and a copy of the redacted notes was provided to ChemRisk for unrestricted use. The original notes were filed in a classified archive and were available for review by Q-cleared ChemRisk staff, State staff, or ORHASP members at anytime.

All interviews were added to the bibliography database in their complete form (the entire record). The entire interview was placed in the "abstract" field of the bibliographic entry. The "abstract" field for each entry allows for a narrative to be included. This is important to understand since most of the records in the database "abstract" field indeed are abstracts of a particular document. But for all *interviews*, the field "abstract" contains the entire interview. Note also that interviews range in length from a couple of sentences to several pages, but are complete in the abstract field.

PROJECT-CD AND PROJECT TERMINATION

After the final Dose Reconstruction reports were written, ChemRisk prepared a Project Compact Disk (CD) entitled, "The Oak Ridge Health Agreement Studies, Oak Ridge Dose Reconstruction." The project bibliographic database (including all interviews), and all dose reconstruction reports, including the 7-volume Final Report and the ORHASP final Panel report were placed on the CD. Copies of the CD are available for review at the ATSDR Oak Ridge Field Office.

The three facilities (X-10, Y-12 and ETTP) archived their project files in secure classified document storage areas. These areas are not accessible as they are classified areas and the documents are merely stored in boxes.

TENNESSEE STATE LIBRARY AND ARCHIVE

Upon project termination all references and reports, modeling, dose calculation, etc, were gather together by ChemRisk and sent to the TDH office in Nashville for two years. It was transferred to the Tennessee State Library and Archive. It is the largest single collection ever accepted for permanent retention by the State. It is now in the process of microfilming, indexing, and organizing the entire reference collection. When complete, the microfilmed records will be available to the public, and the original documents will be catalogued and shelved in the library. The shelved documents will be made available through monitored access.

It should be noted that the only complete document/data set is the ChemRisk project data set at the State Library and Archive. This is the only set that has all the modeling and risk calculations performed during the project by the ChemRisk project teams, and is the only data set that has all the assumptions and equations for such calculations. In addition, it is the only set that has interim and draft reports. The only project information that is not included in the data set is the redacted classified information.

COMPREHENSIVE EPIDEMIOLOGIC DATA RESOURCE (CEDR)

DOE wanted to provide the public and other researchers access to all of the documents and data that was referenced in the dose reconstruction reports. To accomplish this the full text of all references that were used in the study were scanned into PDF files and entered into the CEDR database in their full form. This database is searchable and available online at (http://cedr.lbl.gov). There are more than 142,000 pages of documents and data.

To make these documents available without going on-line, DOE produced a set of 18 CD-ROMs that contain all the CEDR data and documents utilized. This set is available at the ATSDR Oak Ridge Office, as well as in Atlanta.

It is important to understand that the documents in the CEDR database are the documents that were in fact actually utilized in the project, but it does not include every record collected. Remember, many records were collected and entered into the projects bibliographic database but were in fact not of value for the study and thus not used. Because they were not utilized in the study there was no need to scan them into the CEDR database. Thus, there are many references contained in the abstracted bibliography of the Project-CD that are not in the CEDR database. All references, even those not used are however contained in the Tennessee State Library and Archive and will be on microfilm.

ORHASP REFERENCE AVAILABILITY

In summary, the references used to generate all of the Oak Ridge Health Studies and Dose Reconstruction Reports are available to the public and researchers through five different mechanisms.

1) Project-CD

The project-CD contains the full abstracted bibliographic database of references collected, all project reports, and all of the interviews in their complete form. This CD does not contain the full text of referenced documents.

2) Public Reading Room

The Public Reading Room was sent all references and final project reports generated during the study. It should contain all the references identified on the Project-CD. It should be noted that some references may have been inadvertently removed as there is unrestricted access to the documents and staff were not expected to police document use. Also, this collection will not have the modeling, dose calculations, etc, that were done by ChemRisk to calculate dose and risk.

3) On-Line DOE CEDR

The CEDR project has all references "utilized" in the dose reconstruction reports. Note that it does not have all references listed on the Project-CD, only those that were *actually used* and referenced in the dose reconstruction documents. CEDR is available on line (http://cedr.lbl.gov).

4) CEDR on CD ROMs

The references contained in CEDR are also available on 18 CDs at ATSDR offices including the Oak Ridge Office. The references on the CDs link directly to the bibliographic database on the Project-CD.

5) Tennessee State Library and Archive

The only complete project files, references, documents, reports, and calculations are at the Tennessee State Library and Archive in Nashville. All documents will be available on micro-film and in the controlled access area of the library itself. This collection of documents represents the only fully complete document data set for this State Project. It is the only one that has the complete ChemRisk project file.

ORHASP DATA PROCESS

